

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my application for the [Position Name] at [Company/Organization Name]. With my background in [Your Field/Expertise] and experience in [Relevant Experience], I am excited about the opportunity to contribute to your team.

Please find my resume attached for your review. I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]